Business Concepts and Careers Quiz Name:

**Business Letter Format:** Reformat the text below into proper business letter format. Include all of the necessary parts of proper business letter format including a personal letterhead, inside address, salutation, and closing with signature box. Each forward slash (**/**) in the text is a new line or section of the business letter. These should be removed from the text as you are reformatting the letter. (10 points)

Open a new Word document and copy the text below. Save as “Business Letter Format” and email to your teacher.

Write a proper business email to your teacher including a subject, salutation, body describing why you are sending the email, and closing. (4 points)

Your Name**/**140 Legion Ave**/**New Haven, CT 06478/(203) 936-5000**/**Your Email Address**/**Today’s Date**/**Mr. Brian Jones**/**Senior Employment Representative**/**Allen, Howell and Jones**/**1234 N. Main St.**/**Wichita, KS 12321**/**Dear Mr. Jones:**/**It was with much interest I read your job announcement for a staff accountant listed with the Career Development Office at Angelo State University. I would like to be considered for this position with your organization.**/**In May, I will graduate with an accounting degree from Angelo State University. My degree in accounting and my job-related experience at Able Accounting Services make me a strong candidate for this position. My college course work complements my work experience, focusing on developing basic accounting knowledge, analytical abilities and excellent attention to detail. In addition, I am a very active student, holding leadership positions in both the student government and in the community.**/**Enclosed is my résumé for your review. I would appreciate a time when we could get together to further discuss qualifications for this position. If you need any more information from me, please do not hesitate to contact me at (325) 678-0099. Thank you for your consideration. **/**Sincerely, **/**Your Name**/**2 Enclosures